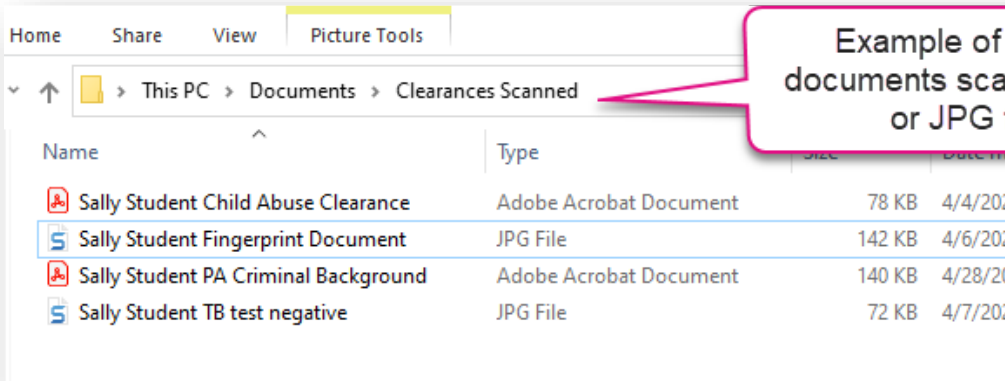




Upload Clearances to Edportal Instructions and Tips

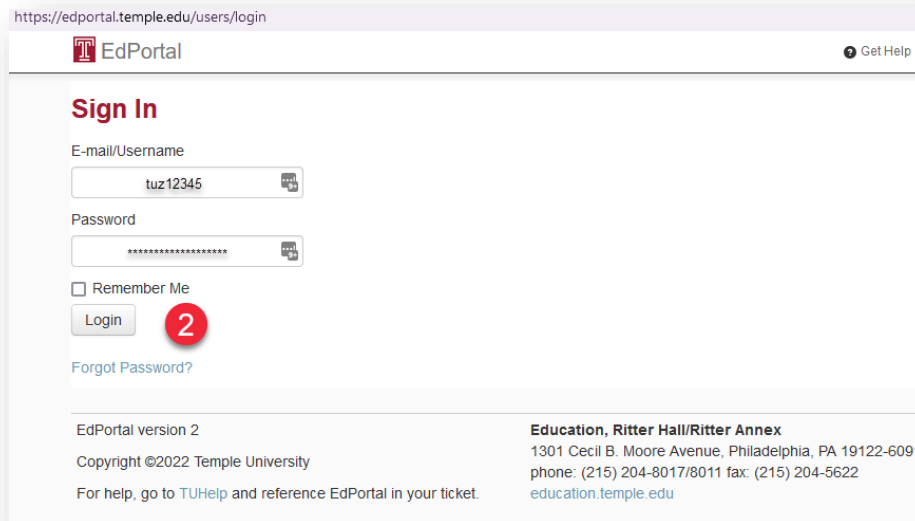
Last updated 2022

1. Scan each clearance individually and give the scanned document file a name.
 - a. Save in PDF or JPG format.
 - b. *Do NOT use special characters (e.g. #, \$, %, or /) in your file name!*
 - c. Example file name:
RayMoss ChildAbuse Clearance.pdf or
RayMoss ChildAbuse Clearance.jpg:

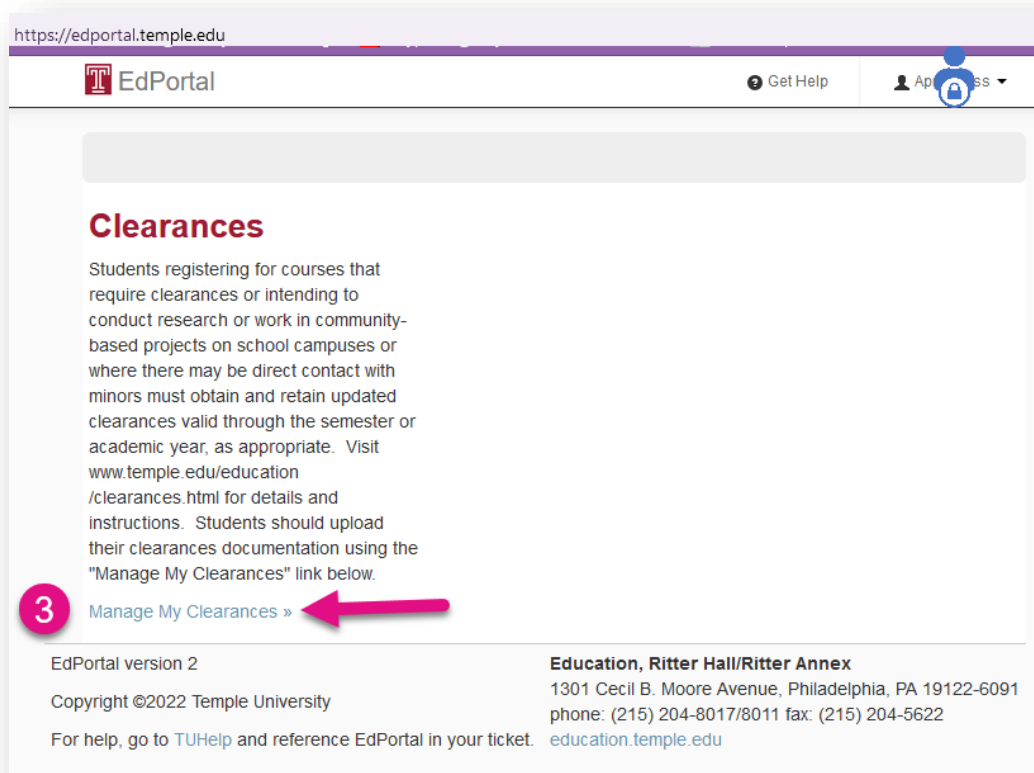


Example of clearance documents scanned as PDF or JPG format

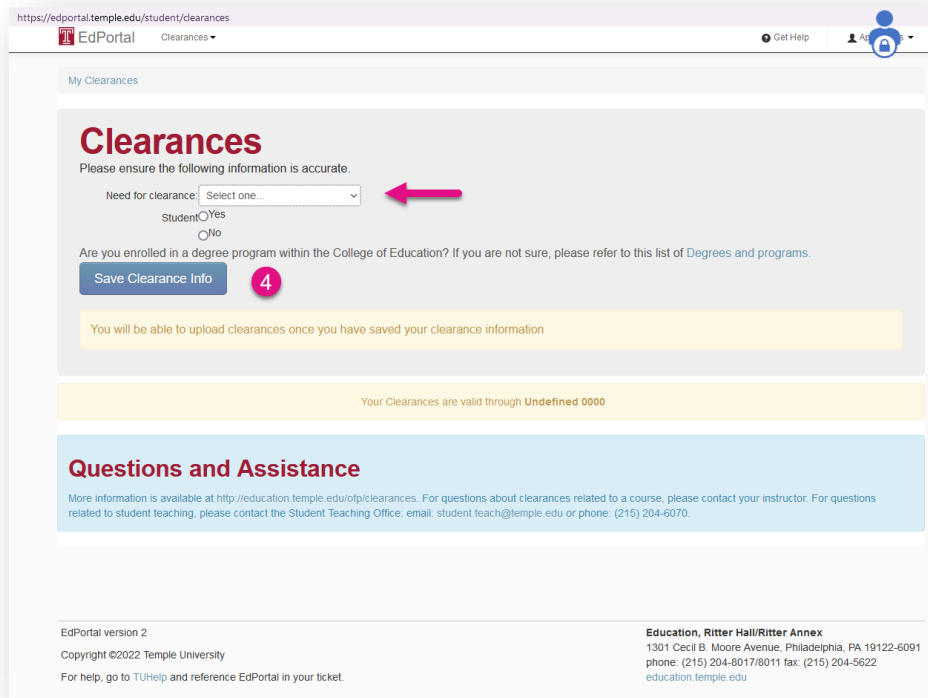
2. Log onto the [Edportal \(https://edportal.temple.edu\)](https://edportal.temple.edu) and enter your user id and password. This is the user id and password you use to log onto your TU e-mail account [Do NOT include the @temple.edu in your username].



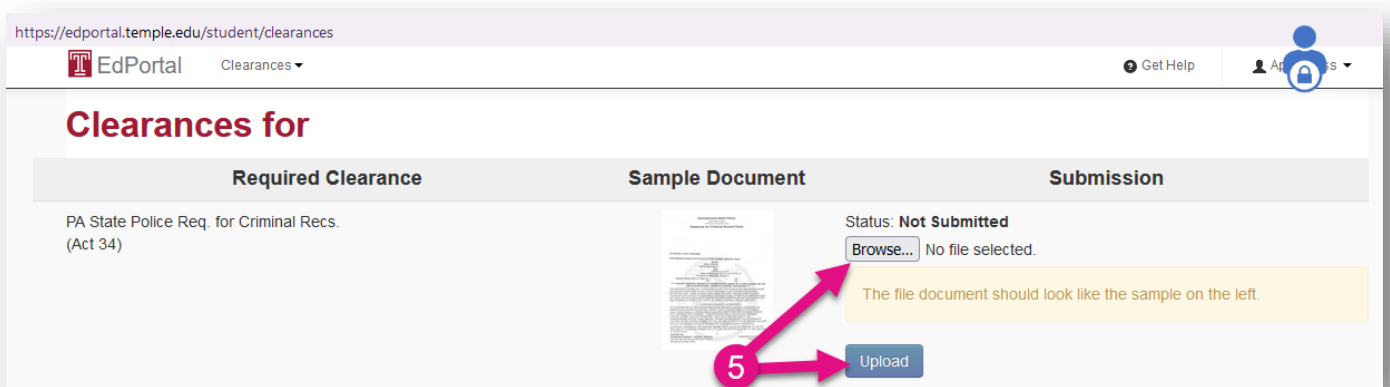
3. Under the "Clearances" section, click on "Manage My Clearances"



4. If required, confirm the information at the top of the page is correct and click Save Clearance Info



5. Scroll down to the clearance you want to upload and click "Browse..."



- Navigate to where you have saved your copy of the clearance document (in PDF or JPG format). Select the file name*, click "Open"

https://edportal.temple.edu/student/clearances

EdPortal Clearances Get Help April Bross

Clearances for

Required Clearance	Sample Document	Submission
PA State Police Req. for Criminal Recs. (Act 34)		Status: Not Submitted Browse... No file selected. The file document should look like the sample on the left. Upload
Child Abuse History Clearance (Act 151)		
Fingerprints (Fed. Criminal History) (Act 114)		
Tuberculin or Letter of Verification from Emplo (P.P.D.)		

File Upload

This PC > Documents > Clearances Scanned

Name	Type	Size	Tags	Date
Sally Student Child Abuse Clearance	Adobe Acrobat Document	78 KB		4/4/...
Sally Student Fingerprint Document	JPG File	142 KB		4/6/...
Sally Student PA Criminal Background	Adobe Acrobat Document	140 KB		4/28/...
Sally Student TB test negative	JPG File	72 KB		4/7/...

File name: Sally Student PA Criminal Background All Files

Open Cancel

- Click the "Upload" button. You must do this one at a time. **Do not try to upload another clearance while one is still uploading; it will not work.** Confirm that your file has been

Clearances for

Required Clearance	Sample Document	Submission
PA State Police Req. for Criminal Recs. (Act 34)		Status: Submitted You submitted the following file: Sally Student PA Criminal Background.pdf Created on: 04/29/2022 Valid Thru Term: - In order to upload a new clearance, you must first delete this record. Delete

Click DELETE to remove this file and re-upload

Status: Submitted means upload completed

Click on the document name to open/view it and confirm it appears as expected

successfully uploaded. You should be able to click on the file name and open/view your document.

- a. Confirm the Status is "Submitted" after the upload.
 - b. Click on the document file name to view your uploaded document. If you cannot open it or it does not appear correctly, delete the file and re-upload.
 - c. Use the DELETE button to remove your upload and upload again, if needed.
8. NOTE: Students who have received approval from their program to complete their fieldwork requirements at their employment site should select the TB/Verification Form location to upload their [Employer Verification For Form \(pdf\)](#)

Tuberculin or Letter of Verification from Employer (P.P.D.)

8

Status: Not Submitted

Browse... No file selected.

The file document should look like the sample on the left.

If you are submitting verification of your clearances from your current employer, upload them to this clearance

Upload

9. On-the-job approved students can leave the site after uploading their Employer Verification Form. All other students should repeat this process for each clearance and have a total of 4 clearances at the end.
10. If you are using a public or Temple computer to upload your clearances, please remember to delete your file(s) when you are finished. Click on the recycle bin and delete your file again. It is strongly recommended that you save a copy for yourself.

Reminder for Students with incidents on their record

A student with an offense/incident listed on his/her clearance(s) must also immediately submit a hard copy of the clearance that lists the offense/incident to the Office of Field Placement. The Office is located in the Shimada Resource Center -- Ritter Annex 150. Clearances with offenses/incidents require additional review and approval.

Tips for Successful Upload

1. Confirm you are using the CORRECT web address to access EdPortal: <https://edportal.temple.edu>
2. Confirm you are logging in successfully with your Temple username and password. Do NOT add the @temple.edu to the end of your username.
3. Confirm you are clicking on the option to "Manage Clearances"
4. Confirm that the documents you are uploading are either JPG or PDF files (images or PDF)
5. *Confirm that there are *no special characters* in the names of the files that you are trying to upload. **Remove any #, %, *, & or other punctuation from the names of the files** before you browse and attach them to EdPortal. Also, remove any leading or trailing spaces from the file name.
6. If you are uploading a picture of your clearance document, resize the image to be less than 1mb in file size or less than 800x1200 pixels in size.
Need help? Check out [Resize Image](#) online.

Questions and Assistance

If you are still having issues after confirming these items, please login to [TUHelp](https://tuhelp.temple.edu) at <https://tuhelp.temple.edu> and submit a help request. In your request, please be sure clarify where you are stopped in the process and include a screenshot of any errors, if possible.

